



Department of Education and Early Development  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 416      Schedule No: 18-416.1**

DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
 DIVISION OF ENVIRONMENTAL HEALTH  
 416 - DRINKING WATER PROGRAM

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise noted all records series are nonconfidential. This schedule supersedes #181101.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director <i>Original signature held on file.</i>	Date 2/13/12
Attorney General/Designee <i>Original signature held on file.</i>	Date 1/23/12	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 2/1/12
State Archivist <i>Original signature held on file.</i>	Date 2/14/12	Records Analyst <i>Original signature held on file.</i> Date 2/14/12

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Public Water System (PWS) Files</b>                      This series includes Drinking Water Program and public water system documentation and decisions on engineering, treatment, regulatory compliance, testing/analysis, monitoring, enforcement, waivers, sanitary surveys, watershed control programs, security and emergency response preparedness, source water protection, GWUDISW (Ground Water Under the Direct Influence of Surface Water) determinations, public notification, and variances and exemptions.</p>	H & E	C+40	Y	<p>C = After facility is closed.</p> <p>Documents in this series and in the "Approved Lists" series include records required for primacy by EPA under 40 CFR 142.</p> <p>The Drinking Water Program is currently in a long-term project of scanning hard-copy PWS files to electronic format.</p>
<p><b>002 - Approved Lists</b>                      This series includes approved sanitary survey inspectors and on-site inspectors.</p>	H	CY+10	Y	<p>List of certified (qualified) PWS operators is maintained by the DEC Division of Water; list of approved laboratories for drinking water methods and analyses is maintained by the DEC EH Laboratory.</p>
<p><b>003 - EPA-DEC Approvals/Agreements</b>                      This series includes documents covering primacy for federal drinking water rules; federal drinking water rules extension agreements, EPA-CROMERR (Cross Media Electronic Reporting Rule) application and compliance with CROMERR, primacy-related policies, and correspondence.</p>	H	PO		<p>See SDWA Sec. 1413; EPA Records Schedule 204 (State and Other Entity Program Authorization and Approval Files) with federal permanent retention; approvals and agreements with EPA are a matter of compliance with federal laws/codes and they undergo a formal legal review/approval process. This includes CROMERR.</p>

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p><b>Retention Key</b></p> <p>A = Until Audit                      C = Cut-off event/date                      CY = Current Year                      CFY = Current Fiscal Year                      PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office)                      S = Until Scanned                      T = Transfer                      TO = Term of Office</p>	<p><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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<p><b>004 - Regulations Files</b>                      This series includes written public comments received after public notice of state regulation changes, Responsiveness Summary documents sent to commenter's, and "Dear Interested Person" List for distributing public notice of proposed regulations changes.</p>	H	PO	Y	<p>See AS 44.62.215; sec 6 ch 64 SLA 1995; sec 29 ch 92, SLA 2001; these don't specify a retention time, but our "Regulations Files" documents are part of the public record as they document the public process and therefore need to be retained in case of future public inquiries.</p> <p>Also see EPA Records Schedule 149 (Regulations, Standards, and Guidelines) specifying federal permanent retention of information that includes development/review of rules/regulations and public comments.</p>

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<p><b>005 - Drinking Water Information Databases</b>                      These databases include the State Drinking Water Information System (SDWIS) database for information about Public Water Systems in Alaska; the Electronic Data Reporting System (EDRS) database for drinking water quality information from certified laboratories; the Engineering database for infrastructure information about Alaska public water systems; the Drinking Water Protection database for information about source water protection; and the Electronic Enhanced Sanitary Survey program, which interfaces with SDWIS for public water system inspection information.</p>	D	PO	Y	<p>All databases are administered on State of Alaska servers.</p> <p>As long as a public water system is in operation or has the capacity to open, records in the system are of business value. Infrastructure records, especially for underground installations, whether active or inactive, have historic value.</p> <p>Some information may be confidential under the Alaska Constitution, Article 1, Section 22.</p> <p>See EPA Records Schedules 205 (Permits/Licensing, including underground/abandoned wells), 207 (Enforcement), and 413 (SDWIS/ODS) in which electronic data is deemed "Permanent."</p>

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